

Capstone Church Facility Usage Policy

Any Saturday function scheduled must be completed by 4:00 p.m. and worship center including café, cottage, kitchen, and children's classrooms must be ready for Sunday worship.

Worship

- No activities may be scheduled during worship, which includes children's worship and nursery in Capstone Church facilities other than planned worship and small group meetings.
- On Sunday mornings, beginning September 4, 2011, Capstone Church facilities will include FOCUS Building

Church wide activities

- All church wide activities have a priority for scheduling availability. Set up and clean up for these events and activities will be scheduled with volunteers and the facility team.
- Church wide activities include, but aren't limited to:
 - Mission Banquet
 - Chili Cook off
 - Valentine Event

Ministry activities

- All ministry activities need to be scheduled with the office for availability. Each ministry should assign a facilitator or volunteer to be responsible for set up and clean up. Please see facility usage check list for specific tasks. Worship center, café, kitchen, cottage, bathrooms, and children's areas must be cleaned and reset according to the checklist by each ministry using the facility after each event.
- Ministry activities include but are not limited to the following:
 - Student activities
 - College activities
 - Children's activities
 - Women's studies and events
 - Men's studies and events

Outreach events

- All outreach activities are to be schedule with the office and follow facility usage checklist.
- Current perpetual activities are:
 - Community Lunch
 - Feast of Plenty
 - 5K

Para church and outside organization activities

- All para-church activities must be scheduled with approval of senior pastor, and worship leader and office manager must approve all technology and resource needs.
- All outside organizations requesting use of Capstone Church facilities must provide proof of liability insurance in compliance with Capstone Church liability insurance requirements.
- There is an addition facility usage agreement for set up, clean up and reset requirements.

Member sponsored events

- All member-sponsored events must have a staff member or leadership member present either volunteering their time or fairly compensated.
- Baby showers are permitted for members based on availability with custodial schedule
- Wedding showers are permitted for members based on availability with custodial schedule.
- Birthday parties— Birthday parties are no longer permitted in Capstone Church facilities due to compliance with liability insurance requirements.

Weddings

- Weddings are permitted for members based on availability for events with less than 200 participants using worship center only.
- Wedding receptions are permitted for members based on availability for events with less than 50 participants
- Wedding rehearsal dinners are permitted for members based on availability for events with less than 50 participants
- For details about the facility usage for weddings, please see the wedding policy.
- A wedding director from Capstone Church must be hired to coordinate the event.
- A technology coordinator from Capstone Church must be hired.
- A clean up and resetting fee will be charged and paid directly to person contracted for the event.

Non member events

No non-member activities are permitted without special permission. A designated member of staff or leadership team must be present and compensated, if event is permitted.